

## Town of Springerville

### Request for Proposals

#### For

### Aviation Insurance Brokerage Services

#### **1. Introduction**

The Town of Springerville, Arizona is seeking proposals for Aviation Insurance Brokers to provide Insurance for the Airport Pollution and Airport Liability coverage's respectively.

The Town will provide 30 days from date of notice for respondents to reply to the RFP. The winning respondent will be awarded the contract on a 3 year basis, with an annual review of performance.

Brokers will be selected for this project based on the criteria stated in Section 4. Only brokers submitting proposals by the deadline date will be considered. The proposals are due on May 6, 2012 at 5:00 pm to the following Project Manager.

Point of Contact:

Karen Asquith – Finance Director

Address: 418 E. Main Street

Phone: 928-333-2656 x223

Fax: 928-333-5598

E-mail: [kasquith@springervilleaz.gov](mailto:kasquith@springervilleaz.gov)

Interviews of selected firms will be conducted May 15 & 16, 2012.

#### **A. RFP Process**

It is expected that one (1) broker will be selected as a result of the RFP, although the Town of Springerville is under no obligation to award a contract as a result of the selection process. Based on the proposals received, the selection committee will select between three (3) to five (5) brokers to be interviewed. As a result of those interviews the top rated firm will be selected for contract negotiations.

#### **2. Background**

**A.** The Town of Springerville, Arizona is located in eastern Arizona serving a population of 6000 in the surrounding area and incorporated in 1948.

- B. The awarded broker will work directly with the Town's Finance Director. The broker will provide three aviation options upon each renewal from A-rated insurance companies for review.
- C. The broker will develop a strategic plan with regard to the markets the broker selects to present upon each renewal to the Finance Director 90 days in advance of renewal.
- D. Broker will provide (a minimum of three) references of aviation accounts they currently service, along with the name of the company and the contact person.

### 3. **Scope of Services**

As envisioned, the scope of service for this proposal will include the following components. Please note that brokering firms are not limited to the components presented here and proposers are encouraged to expand on the suggested components and the approach they would take to develop a Strategic Marketing Plan.

#### A. **Project Coordination**

The Town of Springerville expects the Broker to coordinate with the Finance Director throughout the course of the policy term year. Quarterly in person meetings will be a requirement of the contract.

#### B. **Needs Assessment/Environmental Considerations**

- a. Identification of pollution hazards on the airport.
- b. Assessment of the values and weaknesses of the current pollution program.
- c. Assist in the development of an evacuation plan in the event of a pollution emergency.

#### C. **Pollution Analysis**

- a. Utilize existing insurance program as a baseline to evaluate the functionality of current program and to determine any future needs.

#### D. **Strategic Plan Pollution Analysis Document Recommendations and Summary**

- 1. Preparation of final pollution evacuation plan presented to Finance Director for review on an annual basis if required.

### 4. **Proposal Submission and Evaluation**

#### A. **Proposal Submission**

Proposals should be word processed in clear, concise, 8 ½" by 11" format. Proposals should not include any unnecessary promotional material. Please limit proposal to 15 pages. The following information is required from each firm submitting a proposal.

- a. Cover letter of transmittal
- b. Legal name of the brokerage firm, address, phone, fax, and email address, year the firm was established and type of business.
- c. A description of the brokerage team organization including the Broker and any pertinent staff members. Include brief resumes for each individual identifying their qualifications and experience
- d. An organization chart indicating roles of all individuals and firms (if any) involved in this project.
- e. A brief statement of the broker's experience in regard to working with airport and pollution insurance programs.

One (1) original proposal and (3 copies) are to be submitted to:

Point of Contact:

Karen Asquith – Finance Director

Address: 418 E. Main Street

Phone: 928-333-2656

Fax: 928-333-5598

E-mail: [kasquith@springervilleaz.gov](mailto:kasquith@springervilleaz.gov)

**Proposals must be received no later than 5:00 p.m. on May 6, 2012**

Proposals received after that date will not be accepted.

**B. Evaluation of Proposals**

The following tentative schedule for evaluation of the proposals is planned.

Proposals Received	May 6, 2012
Selection Committee Review	May 7, 2012
Selection of top firms for Interviews	May 7, 2012
Consultants Notified	May 8, 2012
Consultant Interviews	May 15 & 16, 2012
Consultant Notified of Results	May 18, 2012
Contract Negotiations (if required)	June 22, 2012
Coverage Begins	July 1, 2012

A selection committee of qualified people will be assembled to review and evaluate the submitted proposals. The selection committee will rank proposals based on the criteria stated below.

- a. Experience and expertise of the proposer(s) particularly in Airport management.
- b. Experience of the selected Broker in airport and pollution knowledge.
- c. Relevancy of similar work experience.
- d. Understanding of the scope of the insuring requirements as related to airport facilities.
- e. Demonstrated ability to lead, facilitate and coordinate airport related requirements.
- f. Demonstrated experience in working with both the FAA and EPA.
- g. Availability of broker for in-person meetings.

The Town of Springerville reserves the right to reject any and all proposals received as a result of this RFP. The Town of Springerville is under no obligation to award a contract as a result of this RFP.

**5. Terms and Conditions**

The provisions set forth in the RFP above, lay out the legal framework and the logistics of the procurement. Many of the provisions are common to all or most RFPs. Other provisions are appropriate to this specific RFP. These provisions comply with state and federal laws.

**6. Appendices**

The following appendices are to be accompanying with the RFP:

- A. Detailed flowchart of broker organization.
- B. Forward any/and all Licenses and Certifications broker carriers pertinent to Airport and FAA operations.

**7. Affidavit:**

Before being considered for contract for aviation insurance brokerage services with the Town of Springerville, all submissions will be required to include an "Affidavit of Equal Opportunity Compliance" as part of their proposal/qualifications.